



**DEPARTMENT OF THE ARMY**  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:  
CERM-M (570-26)

09 JAN 1998

**MEMORANDUM FOR COMMANDERS AND DIRECTOR, MAJOR SUBORDINATE  
COMMANDS, LABORATORIES, AND FIELD OPERATING  
ACTIVITIES**

**SUBJECT: Policy on Requirements and Utilization of Uniformed Military Personnel**

1. Criteria for determining requirements for uniformed military personnel are covered in AR 570-4. Positions designated as requiring the incumbent to be a qualified military individual should include duties that require the exercise of UCMJ authority or other authorities invested in a commissioned officer, the performance of work in support of the Department of Defense, and responsibilities which are funded from Defense Appropriations or which requires military knowledge, skills and/or experience; or civil works positions which provide training, knowledge, and experience in civil infrastructure that would complement military skills required in occupied countries during hostilities.
2. Differentiation between military and civil works uniformed military requirements is based primarily but not solely on which source of funding (Defense or civil works) is appropriate for the position. The assignment of projects to uniformed officer personnel is predicated on the distribution of workload and the individual's skills and training requirements, as well as the grade requirement. It is therefore conceivable that a uniformed officer may work on both military and civil works projects during the course of the year. Consequently, the funding identity of "utilization tour" requirements will be established based on the preponderant source of workload funding. The "preponderance" of work means a minimum of 70% of the workload must be funded from the source for which the requirement was established and for which the authorization was provided.
3. Personnel assigned for training will be assigned on the basis of developmental training requirements. This can and does require exception to the 70% rule applied to utilization tours.
4. Personnel assigned to an activity against a civil works utilization tour authorization will not under any circumstance be assigned to military projects in violation of the above criteria, with one exception, as it clearly constitutes improper use of resources. The exception is assignment to military emergency or contingency operations such as 180 days TDY assignment to support Bosnia, JTF Bravo, etc. Individuals currently on the military rolls and assigned against a military authorization are preferred for performing these duties regardless of the fact that the USACE may not have adequate military resources to execute all of our military requirements. HQDA must be notified, if we can not resource the mission with available military authorizations, that unless they provide additional military resource authority or personnel from other less critical military funded

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CERM-M (570-2b)

SUBJECT: Establishment of Uniformed Military Requirements and Personnel Utilization

assignments, resources obtained under civil works authority will be used to support the requirement.

5. Disposition of direct GE civil funds for civil works officers temporarily being used on military work, will be reported to HQ USACE, ATTN: CERM-B.

FOR THE COMMANDER:

A handwritten signature in cursive script, appearing to read "Otis Williams".

OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff